

YOUTH SERVICES POLICY

Title: Salaries of Education Administrators and Instructors in Secure Facilities Next Annual Review Date: 02/12/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.59
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References: YS Policies A.2.1 "Employee Manual", and A.2.45 "Performance Planning and Review"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 02/12/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the policy which provides for the structure of salary, compensation and other related benefits of education administrators, instructors, paraprofessionals, and vocational instructors who provide educational services to youth served by Youth Services (YS).

III. APPLICABILITY:

This policy shall apply to the instructors hired to staff the schools in secure facilities, those who assist in the provision of educational services to OJJ youth, and the education administrators.

IV. DEFINITIONS:

Education Administrator - includes the positions of Director of Education and Principal.

Instructor - for purposes of this policy, includes teachers who are employees of the Office of Juvenile Justice (OJJ), who hold a teacher's certificate issued by the Louisiana Department of Education pursuant to Louisiana law and the rules and regulations adopted by the State Board of Elementary and Secondary Education; also includes the positions of Education Coordinator, Title I Coordinator, Education Specialist and other certificated educational positions.

Paraprofessional - a school employee who works under the supervision of a certificated/licensed staff member to support and assist in providing instructional and other services to children and youth and their families. The certificated/licensed staff member remains responsible for the overall conduct and management of the classroom program, including the design, implementation and evaluation of instructional programs and student progress.

Vocational Instructor - a school employee hired by the Office of Juvenile Justice (OJJ) to teach a skill-based occupation or program, who may hold a special license, certification, or has specialized training or personal experience in a skill-based occupation. Vocational Instructors help students develop those same skills in the classroom, evaluate students' knowledge and performance, and place students in actual work settings and monitor their progress.

V. POLICY:

It is the Deputy Secretary's policy that benefits and compensation will be comparable to those of classified YS employees. The salary of instructors, paraprofessionals, vocational instructors and education administrators shall be structured on a 12 month school salary. It is also the Deputy Secretary's policy that education administrators and instructors employed by YS will receive entry level pay upon employment with consideration for additional compensation for academic credentials, and years of service in education in a certificated position.

It is further the Deputy Secretary's policy that effective fiscal year 2010/2011 education administrators and instructors may be eligible for annual merit raises, depending upon location in pay grade, performance and budgetary constraints.

VI. PROCEDURES:

A. Pay

Pursuant to the authority of the Deputy Secretary, the full pay plan was developed by OJJ Human Resources working in conjunction with the Director of Education. The salary of teachers in the parishes where each OJJ facility is located was considered in arriving at the salary range.

On the effective date of this policy the pay schedule outlined below is the exclusive source of salary for education administrators, instructors, vocational instructors, and paraprofessionals. Stipends, other than PIPS and National Board Certification, will no longer be paid. These two stipends are included in the pay schedule listed below for administrators and instructors. The pay schedule is as follows:

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Administration:	\$71,378 to \$108,426
Instructors:	\$63,503 to \$100,551
Vocational Instructors:	\$30,930 to \$63,315
Paraprofessionals:	\$21,112 to \$44,429

B. Leave Earning

1. Annual and Sick Leave

Education administrators, instructors, paraprofessionals, and vocational instructors earn annual and sick leave at the same rates as classified employees.

2. Educational Leave

This type of leave replaces sabbaticals. Education administrators and instructors may be granted educational leave to attend a course if it is relevant to his/her job. Each unit is required to have a procedure governing the use of such leave. In addition, an employee may attend training courses without being charged for any leave if it is relevant to his/her job. All requests for educational leave must be approved by the Director of Education. Requests for educational leave which equals or exceeds four months, must also be approved by the Deputy Secretary or designee.

C. Payment of Leave

- 1. Annual leave up to 300 hours.** Payment for this leave will be made only at the time of leaving employment with, or retirement from, the Office of Juvenile Justice.
- 2. Sick leave -** There will be no payment for any sick leave balance remaining at the time of entering DROP, leaving employment or retirement. Sick leave balances will be forwarded and certified to the Teachers Retirement System of Louisiana (TRSL) for conversion to additional service credit in accordance with TRSL policies and procedures.

D. Merit Increases

At the beginning of the fiscal year 2010-2011, education administrators, instructors, paraprofessionals and vocational instructors may receive 4 percent merit increases yearly until their salary reaches the top of the applicable pay grade, depending upon performance as reflected on their annual performance review and evaluation. Merit increases are also dependent upon the agency's available funding for merit increases in effect at the time of the annual performance review.

Previous Regulation/Policy Number: N/A
Previous Effective Date: N/A
Attachments/References: